



Montgomery County Maryland  
 Department of Permitting Services  
 (240) 777-6300 Fax (240) 777-6262  
<http://permittingervices.montgomerycountymd.gov>



# APPLICATION FOR RESIDENTIAL BUILDING PERMIT

Sediment Control # \_\_\_\_\_ Building AP #(s) \_\_\_\_\_ Demolition # \_\_\_\_\_

## DESCRIPTION OF WORK: (check all that apply)

- ☐ ADD  
☐ ALTER  
☐ CONSTRUCT  
☐ DEMOLISH  
☐ MOVE  
☐ FOUNDATION ONLY  
☐ RESTORE and/or REPAIR
- Gross Sq. Ft. of Area Created  
 or Affected by this Action: \_\_\_\_\_  
 Estimated Cost: \$ \_\_\_\_\_  
 Disturbed Land Area: \_\_\_\_\_

## USE OF STRUCTURE:

- ☐ SINGLE FAMILY DWELLING  
☐ TOWNHOUSE  
☐ FENCE\*  
☐ RETAINING WALL  
☐ TRAILER\*\*  
☐ MODULAR HOME\*\*  
☐ HOT TUB  
☐ OTHER \_\_\_\_\_
- ☐ DECK  
☐ DUPLEX  
☐ BASEMENT  
☐ POOL IN GROUND  
☐ POOL ABOVE GROUND  
☐ DETACHED GARAGE  
☐ SHED

## \* IF BUILDING A FENCE OR RETAINING WALL

HEIGHT: \_\_\_\_\_ ft. \_\_\_\_\_ in. Note: (A signed approval letter from the adjacent lot owner(s) is required)  
☐ Located entirely on the land of the owner ☐ Public Right of Way/Easement ☐ Located on the lot line

\*\*NOTE: \_\_\_\_\_  
 Manufacturer's Name and Model # for All Trailers and Modular Homes

## MODEL HOUSE PROGRAM: to build new homes

- ☐ INITIAL SUBMITTAL or  
☐ PREVIOUSLY APPROVED PERMIT # \_\_\_\_\_

New Home Model Name or # \_\_\_\_\_

## REFER-BACK SYSTEM: to build new homes & pools

- ☐ INITIAL SUBMITTAL or  
☐ PREVIOUSLY APPROVED PERMIT # \_\_\_\_\_

## REVISION to ORIGINAL PERMIT # \_\_\_\_\_

(Original permit has been issued and is active)

- ☐ SITE ☐ STRUCTURAL ☐ HOUSE TYPE ☐ OTHER: \_\_\_\_\_

## BUILDING PREMISE ADDRESS:

Add'l. House #'s If  
 building new townhouses: \_\_\_\_\_

House  
 Number \_\_\_\_\_ Street \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Lot(s) \_\_\_\_\_ Block \_\_\_\_\_ Subdivision \_\_\_\_\_

Nearest Cross Street \_\_\_\_\_

## APPLICANT INFORMATION: Contact ID #: \_\_\_\_\_ Fax #: \_\_\_\_\_ Email: \_\_\_\_\_

Name of Applicant \_\_\_\_\_ Daytime Phone #: \_\_\_\_\_  
 (Permit will be issued to Applicant)

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

## CONTACT INFORMATION: Contact ID #: \_\_\_\_\_ Fax #: \_\_\_\_\_ Email: \_\_\_\_\_

Contact Person \_\_\_\_\_ Daytime Phone # \_\_\_\_\_  
 (If other than Applicant)

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Contractor \_\_\_\_\_ MHIC or Montgomery County Builders License # \_\_\_\_\_

Contractor Address \_\_\_\_\_ Daytime Phone # \_\_\_\_\_

EXPEDITED PLAN REVIEW: ☐ I request an Expedited Plan Review, when available, which is subjected to additional fees.

(Applicant's Signature)

Date

(Print Name)

Properties located within historic districts, municipalities and special taxing districts may require additional approvals beyond the required Department of Permitting Services (DPS) building permit. For projects located in the City of Takoma Park's Commercial Revitalization Overlay, certain permits must be approved by the City prior to commencing construction. Please refer to "*Permit Procedures for Properties within a Montgomery County Municipality*" for more information.

**SEWAGE DISPOSAL**      ☐ WSSC      ☐ SEPTIC      ☐ OTHER (specify) \_\_\_\_\_

**IMPACT TAX ... New Homes** will be assessed an Impact Tax based on the area where the house is built ... (see Impact Tax guide)  
☐ ***I will exercise an approved Impact Tax Credit, a copy of which is attached***

**HISTORIC AREA IN ATLAS or MASTER PLAN:** Is the property a Historic resource? ☐ Yes ☐ No

2. The work proposed by this building permit application is authorized by the property owner; and
3. All matters and facts set forth in this Affidavit are true and correct to the best of my knowledge, information and belief.

1. I or a member of my immediate family will perform any and all construction associated with the foregoing building permit application; and
2. The type of improvement indicated on the building permit application is designed for use as a residence or dwelling place for my own or my immediate family's use; and
3. I take full responsibility for all and any code violations.
4. All matters and facts set forth in this affidavit are true and correct to the best of my knowledge, information, and belief.

Any information that the applicant has set forth in this application that is false or misleading may result in the rejection of the application. A condition for the issuance of this permit is that the proposed construction will comply at all times with the plans as approved by all applicable government agencies. I hereby declare and affirm, under the penalty of perjury, that all matters and facts set forth in the building permit application are true and correct to the best of my knowledge, information and belief.

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